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TRANSMITTAL OF MATERIAL

Acknowledge receipt of this materi	al by executing and returning the b	elow receipt.	INTERNAL P	ROCESSING ONLY
☐ This transmittal may be	downgraded to		CONTRACT NU	MBER
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CENTRAL INTELLIGENCE AGENCY EXECUTIVE REGISTRY	NSA/CSS FT. MEADE, MARYLAND	CONTROL NUMBER	RECEIPT	25X1
ROOM 7E12 HQS BUILDING LANGLEY, VIRGINIA ATTN: MR. GATES		6 AUGUST 1982	WEIGHT	
ITEM COPY NUMBER/ NO. (bundle) SERIAL NUMBER	UNCLASSIFIED TI (Ref: Correspondence	TLE/DESCRIPTION Manual 10-2, Aug 78)	ABBREVIATED CLASS. OF ITEM	ТҮРЕ
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INSTRUCTIONS

- 1. Form A1295 receipt will be prepared in duplicate by the originator of any classified correspondence. (One to be included in the first wrap and one to be retained by originator).
- 2. The classification will be stamped at the top and bottom of the transmittal portion of the form in the appropriate block. Caveats should be stamped in lower classification block above perforation. Codeword information will never appear on the transmittal.
- 3. Add a control/receipt number to the "CONTROL" Block. Complete "FROM" block.
- 4. List each separate item controlled by a separate number.

- 5. Give an unclassified description, of material in the "TITLE/DESCRIPTION" block, and state the classification of the material in the classification block.
- 6. Include originating element organization designator in the "To" block at the bottom of receipt. Also repeat assigned "Control/Receipt Number" at the bottom.
- 7. If contractor material is involved, add contract number in appropriate block. Also furnish additional copy of A1295 for L221, if controlled by L221.
- 8. Type complete address in "To" block unless addressee is listed in USSID 505. (If so, SIGAD's or short titles may be used.)
- 9. Type or print name of individual preparing form. Sign in ink in the "SIGNATURE" block.

(Additional instructions covering marking of Letters of Transmittal are provided in Chapter II, Para 35.b., Classifications Manual 123-2)

TOP SECRET - CIA-RDP83M00914R002200130034-1

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TRANSMITTAL OF MATERIAL

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